AIR – Submitted AIR Reports (Adverse Incident Reporting) User Manual

KDADS and MCOs

August 2016

Table of Contents

General Instructions

Overview

Adverse Incident Reporting (AIR) is a KDADS web application used by providers and individuals to report adverse/critical incidents involving individuals receiving services from agencies licensed or funded by KDADS. The AIR reporting form is made available to providers and individuals via a link on the KDADS website at www.kdads.ks.gov.

Submitted AIR Reports is the version of the web application that KDADS staff use to access and review incidents submitted by providers and other individuals. MCO users can also access *Submitted AIR Reports*, but only in read-only viewer mode.

System Requirements and Browser Settings

- Internet Connection
- Internet Browser:
    - Microsoft Internet Explorer 11 or newer –the only browser that KDADS officially supports for Web Applications
    - Other browsers may be used with the understanding that KDADS cannot troubleshoot any issues that may arise using Web Applications with another browser.

Contact Persons

Issue	Contact Person
Application How To Questions and Security Access	**KDADS Help Desk** ***Phone:*** *(785) 296-4987 or* *(800) 432-3535* ***E-Mail:*** *KDADS.Helpdesk@ks.gov*
Questions about AIR Policies and Guidelines	***Phone:*** *(785) 296-4986 or* *(800) 432-3535* *Ask for the program manager for the waiver or service that the affected client is associated with.*

Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved. The information that is required due to policy may be different from those that are system required.

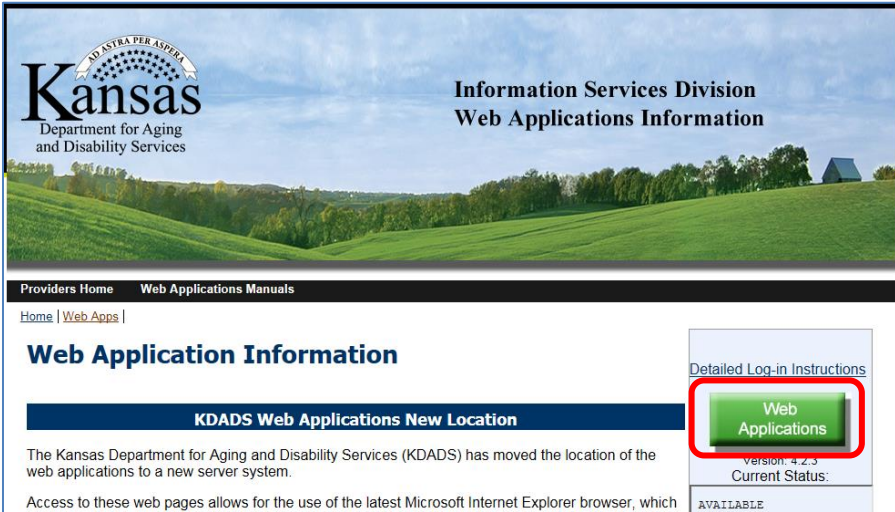All information saved in any KDADS web application or web form is encrypted and secure.

Accessing the Application

Introduction   The *Submitted AIR Reports* application is accessed via KDADS Web Applications. While providers and individuals reporting incidents can access the form via a public link, KDADS and MCO staff must have an authenticated web applications user account with the required security to access *Submitted AIR Reports*. All KDADS Web Applications and forms submitted via the application are secure and encrypted.

How To   Follow the steps in the table below to login to KDADS Web Applications and launch the *Submitted AIR Reports* app.

Step	Action	Result
1.	Open an internet browser. Go to the KDADS Provider Information website at www.kdads.ks.gov/provider-home Note: KDADS staff can also use the Intranet website.	The KDADS Provider Information home page displays:
2.	Select the **Web Apps** link on the right side of the black menu bar under the sunflower field banner.	The KDADS Web Application Information page displays:
3.	Click on the green **Web Applications** button on the right side of the page.	The KDADS Login Page for Web Applications displays.

Continued on next page

Accessing the Application, continued

How To   *continued*

Step	Action	Result
4.	Enter your **Username** and **Password**.	The password is masked for security purposes.

KDADS Login Page for Web Applications

Login (default)   Forgot Password   Change Password

Username   testuser99

Password   ••••••••••

Login

Passwords not transferred from the previous Web Applications system site. EVERYONE must complete the FIRST TIME USER steps.

Contact Information and Hours of Operation

How to use (your Options) - Click links below for Instructions

First Time User view

Normal view

Forgot Password? view

Change Password view

Password Format and Use Requirements

Step	Action	Result
5.	Click on the **Login** button, *OR* Tab to the **Login** button and press **Enter**.	The KDADS Web Applications Home page displays.
6.	Click on the **AIR** icon. Submitted A.I.R. Reports	The *Adverse Incidents Listing* page displays. Note: No submitted incidents will display in the listing until a Worklist Category is selected (covered in the next chapter.)

Adverse Incident Listing

Overview
When a KDADS user is set up for AIR access, they are associated with one or more specific program types (HCBS waiver, PRTF, SUD, etc.) For each program type association, a radio button to select the program is added to the Worklist Category, located at the top of the *Adverse Incident Listing* page. This ensures the user only sees AIR reports associated with the programs they work with.

The *Adverse Incident Listing* page for MCOs only displays incidents submitted for their clients.
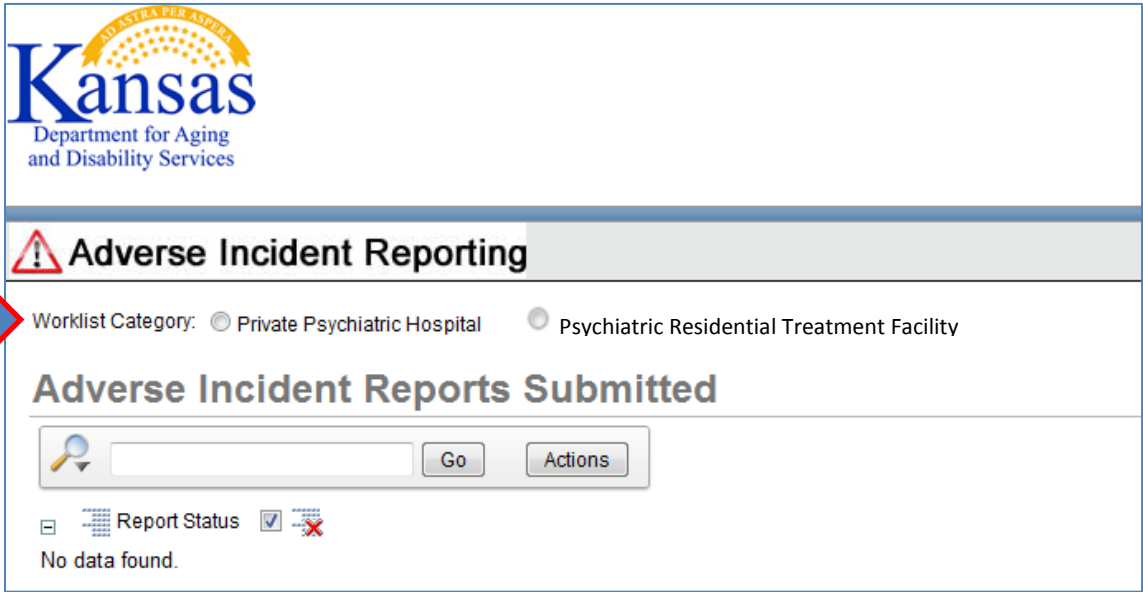
Adverse Incident Listing
KDADS users can see all reported incidents that are associated with the programs that they work with. MCO users can see reported incidents for their clients only. The Adverse Incident Listing page displays these incidents. They are grouped by their report status, and then sorted by the date the incident was reported. The listing displays only those incidents associated with the program type selected in the Worklist Category.

How To View the Incident Listing
Follow the steps in the table below to display submitted incidents for a specific program type.

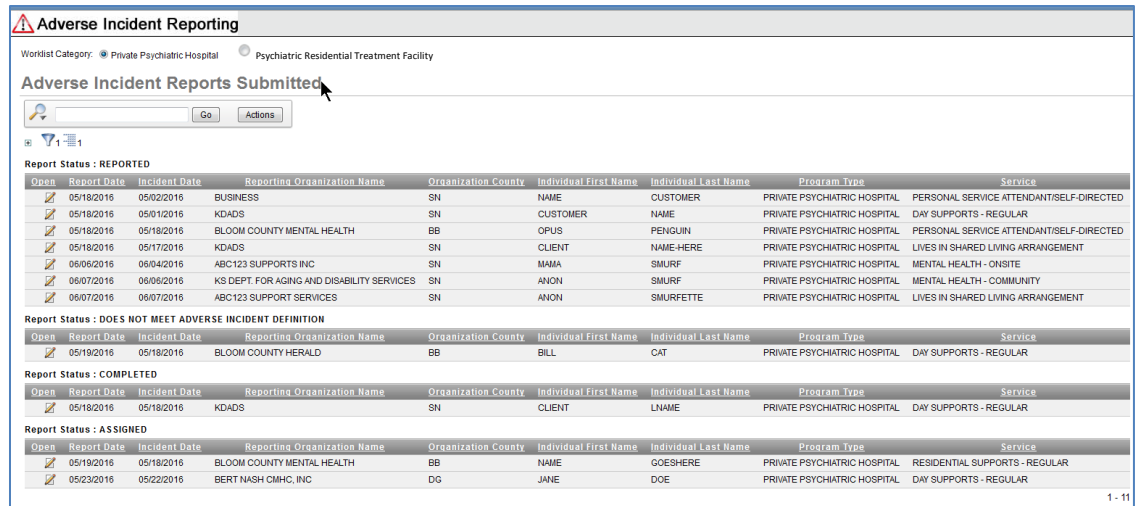| Step	Action	Result
1.	On the *Adverse Incident Listing* page, click on the desired **Worklist Category** radio button.	The submitted incidents for the selected Program Type display as an Interactive Report.

Select the desired Program Type here

Adverse Incident Listing, continued

How To   *continued*

Step	Action	Result
2.	Example: *Private Psychiatric Hospital* is selected.	Incidents submitted with Program Type of *Private Psychiatric Hospital* display. The report is formatted to group the incidents by report status.

Users can change the look/functionality of the report by sorting, filtering, highlighting, and grouping the report using features within Interactive Reports. For instructions on using these features, refer to the *Interactive Reports Instructions for KAMIS and other KDADS Web Applications* located on the KDADS Provider Information/Manuals and Instructions website (http://www.kdads.ks.gov/provider-home/manuals).

How To Open a Submitted Incident

Follow the steps in the table below to open a submitted incident.

Step	Action	Result
1.	On the *Adverse Incident Listing* page, click on the desired ***Worklist Category*** radio button.	The submitted incidents for the selected Program Type display as an Interactive Report.
2.	Click on the **Select** icon located at the beginning of the incident row to be opened.	The selected AIR report opens.

Incident Reporting – Description of Fields

Field Descriptions   The tables below describe each field found on the Adverse Incident Reporting form that is submitted by providers and individuals (Reporters). All these fields will be read-only, as submitted by the Reporter. A red asterisk (*****) indicates a field that had to be completed in order to submit the incident.

Field or Button	Action / Purpose
Person Reporting Incident Information **Region**	
All fields	Reporter information and the organization to which the reporting person is associated.
Report Date	Date the AIR form is completed. Defaults to the current date, but it can be changed by the Reporter.
Incident Information **Region**	
Incident Date	Date the incident occurred.
County Where Incident Occurred	The county where the incident occurred. Facilitates assignment of KDADS staff for incident review.
List person(s) involved in incident	Optional, but if it is known which individuals other than the client are involved, the name(s) and their relationship to the client involved are entered here.

Continued on next page

Field Descriptions *continued*

Field or Button	Action / Purpose
Individual Involved in Incident Information **Region**	
First/Last Name of Client	Name of the client involved in the incident being reported.
Date of Birth	Client's date of birth.
Gender	Client's gender.
KanCare Member	Indicates if the client is a KanCare member, or if the information is unknown.
MCO Organization (if known)	The client's KanCare provider.
Medicaid ID	If the client is a Medicaid customer, and the Medicaid ID number is known, it must be entered here.
Medicaid ID Unknown	If the client is a Medicaid customer, and the Medicaid ID number is *not* known, this box must be checked.
KAMIS ID	Not required, but if the client is in KAMIS, and the person number is known, it is entered here.
SAPT Block Grant ID	Not required, but if the client is an SAPT Block Grant recipient, and the ID number is known, it is entered here.

Field Descriptions   *continued*

Field or Button	Action / Purpose
	***Adverse Incident(s)* Region**
At least one incident must be checked. If ***Other*** is selected, an explanation must be entered in the ***Other Explanation*** text box. The incidents listed here are effective as of September 1, 2016. Reports submitted prior to September 1, 2016 will display the list from the prior AIR form (version 1.) Click on an Adverse Incident label to display a definition of the incident. 	
Protection Reporting Center (PRC) Notified	Indicates if the appropriate PRC was notified, or if this information is unknown. **Note**: Submitting an Adverse Incident Reporting form does *not* replace reporting the incident to a Protection Reporting Center.
Which Agency Contacted	If a PRC was notified, the appropriate agency that was contacted is selected.
Date Notified	If a PRC was notified, the date of notification must be entered.
Intake Number	If a PRC was notified, the Intake Number is entered here, if known.

Field Descriptions   *continued*

Field or Button	Action / Purpose
Incident Details **Region**	

Summary of Facts Relevant to Incident	The relevant facts of the incident being reported.
Results of Incident (Transport to hospital, Outpatient Medical Treatment, Law Enforcement Involvement, Screen Requested, Transferred, Other)	The actions taken in relation to the client as a result of the incident being reported.

Assignment / Resolution – Description of Fields
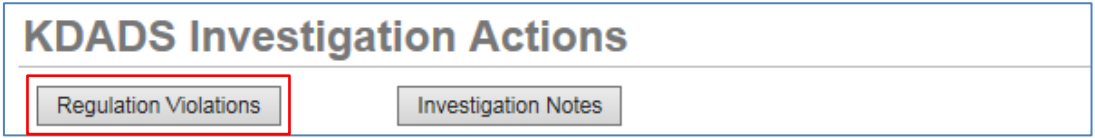
Field Descriptions   The Assignment/Resolution region of the AIR form is only visible to KDADS staff and MCOs. KDADS users have full access and complete this part of the AIR form; MCO users have read-only access. Refer to the following tables for a description of each field.

The following images refer to what a KDADS user will see. MCO users will only see the 'Cancel' and 'Print AIR Report' buttons, and all fields will be read-only.

Field or Button	Action / Purpose
Form Status Region	
Cancel	Returns to the Adverse Incident Listing page.
Apply Changes	Saves changes made in the *KDADS Investigation Actions* region.
Current Report Status	Displays the current status and other possible statuses. Clicking a status button automatically updates the Current Report Status to the selected one. **Note**: Required fields must be completed before the status can be updated.

Status	How Used
Reported	Status automatically changes to REPORTED when the reporter clicks on the **Submit to KDADS** button.
Assigned	When the report has been assigned to KDADS to review/resolve. *Assigned To* and *Assigned Date* fields are required.
Completed	When the incident reporting/resolution process has been completed. *Resolved* and *Resolve Date* fields are required. The form changes to read-only.
Does NOT Meet Adverse Incident Definition	When the reported incident does not meet the definition of an adverse incident. *Assigned To, Assigned Date, Resolved,* and *Resolve Date* are the only required fields. The form changes to read-only.

Print AIR Report	Launches the browser's Print dialog box.
Delete	Click the **Delete** button to delete the report. Use with caution! No warning dialog displays.
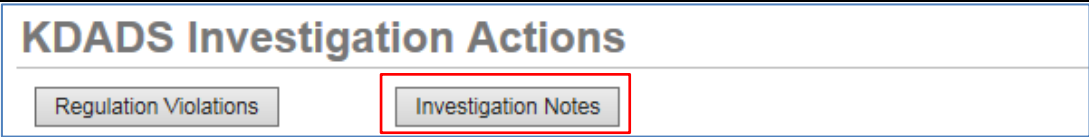
Continued on next page

Field or Button	Action / Purpose
*KDADS Investigation Actions* Region   Regulation Violations Button

These buttons are not accessible by MCO users.

KDADS Investigation Actions

[Regulation Violations]　　　[Investigation Notes]

Opens the *Regulation Violation Entry* page for data entry of regulation violations pertaining to the incident.

Regulation Violation Entry

[Save]

Violation Code: [_____]

Violation Text: [_____]

Violation Notes: [_____]

Regulation Violations

VIOLATION_CODE ▲	VIOLATION_TEXT	VIOLATION_NOTES
Y-321	Enter text.	Enter notes.

1 - 1

Violation Code	The code for the regulation being referenced in this entry.
Violation Text	The description of the regulation that was violated.
Violation Notes	Any notes pertaining to this particular regulation violation and its relevance to the reported incident.
Save	Click to save the entry and display it in the Regulation Violations table.
Regulation Violations table	Displays the Regulation Violation Entry information once saved.

Continued on next page

Field or Button	Action / Purpose
KDADS Investigation Actions Region (continued) **Investigation Notes Button**	
Opens the *Investigation Notes* page for data entry of same pertaining to the incident.	
Date	The date the Investigation Note entry was made.
Note Author	The name of the person that wrote this note.
Note	The text of the Investigation Note.
Save	Click to save the note and display it in the Notes table.
Notes table	Displays the Note Entry information once saved.

Continued on next page

Field or Button	Action / Purpose
KDADS Investigation Actions (continued)	

Report Submitted Date	Automatically populated from the submitted AIR Report.
Assigned To	Which KDADS staff the incident is assigned to for review/investigation. Required when the status is changed to "Assigned."
Assigned Date	The date the assignment was made. Required when there is an entry in the *Assigned To* field.
Organization Verified	If the client is assigned to an MCO or ValueOptions, this must be 'Yes.' If not, 'Not Applicable' is appropriate. 'No' can be used temporarily until verification is done.
Organization to be Notified	Once KDADS has verified the organization, this entry determines who (if anyone) gets a notification email that an AIR report has been submitted for one of their clients.

Continued on next page

Field or Button	Action / Purpose
KDADS Investigation Actions (continued)	
Notify Organization of Submitted Report	This button displays after an Organization to be Notified has been selected and the page changes applied. This button is the only way the organization gets a notification email. It is no longer automatically sent.
Organization Notified Date	Automatically fills when the *Notify Organization of Submitted Report* button is clicked.
Program Type Verified	Select 'Yes' to confirm that KDADS has verified the program type originally submitted, or the corrected one entered by KDADS. 'No' should be selected until the program type *is* verified. 'Not Applicable' is appropriate if the program type is unknown.
Program Type Revised	If the Program Type selected when the form was submitted is incorrect, KDADS can change it here.
Notify New Program Area of Report	This button displays only if the *Program Type Revised* is changed. Use this button to send a notification email to the KDADS staff assigned to the revised program type.
Reporting Source	If the original source of the adverse incident was reported by means other than the online reporting form, select the appropriate organization/group that reported the incident.
Reporting Method	If a *Reporting Source* was selected, the method in which the incident was reported should be chosen.
Follow Up Initiated	Date of incident follow-up.
Type of Follow-Up	If there is a follow-up for the incident, select whether it is an Onsite or Desk Review.
Initial Documentation Due Date	The due date of any initial documentation.
Non-Compliance Plan	Select the type of compliance plan to correct a non-compliance issue.
Plan Due Date	The due date of the selected Plan.
Plan Approved Date	Date the Plan was approved.
Plan Implemented Date	Date the Plan was implemented.
In Compliance Date	Date compliance was met.
Investigation Finding	Select the appropriate finding for this incident.
Resolved	Check the box when the incident is resolved. Required when the status is changed to "Completed."
Resolve Date	Enter the date the incident was resolved. Required when *Resolved* is checked. If no date is entered, the current (system) date is automatically inserted when the status is changed to "Completed."
Resolution Comment	Enter comments as desired/appropriate.
Note: All date fields that are manually entered must be typed in MM/DD/YYYY format. The slashes are inserted automatically.	

Assignment / Resolution – Description of Fields, continued

Field or Button	Action / Purpose
Correspondence History	
This region records any correspondence that is generated by the AIR application in relation to this incident. **Correspondence History** 	Correspondence Type	Date	From	Subject	Notification Sent To
---	---	---	---	---
EMAIL	08/26/2016	nobody	AIR Submitted by ABC123 THE PLACE-SN	joe.program@ks.gov, mary.type@ks.gov		

Attach/Upload File Utility

Introduction   The *Uploaded Supporting Document(s)* region contains the Attach/Upload File utility, which is used by the person reporting an adverse incident, to attach files relevant to the incident. The region is accessible after the incident has been created, and before the incident is closed. Once the incident has been submitted to KDADS, KDADS staff that have access to the incident can also access the uploaded files with that incident.

The *KDADS Only Document Upload* region contains the same utility, but is accessible only by the KDADS staff that have access to the incident. If the KDADS reviewer has any additional documentation to upload, beyond what the Reporter uploaded, they can do so here.

Sample Blank Form

To Attach / Upload File:

❶ Steps to Upload a File:
Browse to the file location by clicking on the "Browse..." button
Uploaded source file name can not contain any special characters. (except da
underscore, slash, or period)
Type a unique name in the "Document" field for easy identification.
Click the "Upload or Delete File" button.
Do not upload ".docx" or ".xlsx" files.
    (Save "docx"/"xlsx" files as PDFs then upload the PDF file.)

❻ To Delete a File:
Only the person who uploaded the file can delete the file.
Click on the checkbox next to the file to be deleted.
Click on the "Upload or Delete File" button.

❷ Source file
[Browse...]
File size limited to 100mb!
❸ Document (short descriptive name): [   ]
❹ [Upload or Delete File]

❺ Uploaded Files
[🔍 Actions]
No data found.

Region	Purpose
❶ Steps to Upload a File:	Instructions for the upload process
❷ Source file / Browse…	The source file path and file name appear here after browsing to/selecting the file
❸ Document (short descriptive name)	A description that provides a simpler name for the file (required)
❹ Upload or Delete File button	Completes the Upload process and displays a link to the file in a table list **OR** Deletes the selected/checked file from the table list
❺ Uploaded Files	Uploaded files will display in a table, replacing the 'No data found' message.
❻ To Delete a File:	Instructions for Deleting an uploaded file

Attach/Upload File Utility, continued

Requirements   **Source File Name:** There are specific rules that must be followed in the naming of the source file that will be uploaded. If necessary, rename the source file before you attempt to upload it.
The source file name can contain *only* the following characters:
- Alpha-numeric characters (A-Z and 0-9)
- The following special characters: dash (-), underscore (_), slash (/), and period (.)

Source File Size: The source file (the file you are uploading) has a maximum file size of 100MB. To conserve KDADS file server space, we request that the source files be saved in a way to reduce the file size as much as possible. For example, if you are scanning a hard copy of a file, make sure your scanner is not using too high of a resolution (200-300 dpi should be sufficient.) Be aware of the size of picture files that are uploaded and resize/compress them if possible. If uploading a PDF file and you have Acrobat Pro, there are optimizing features that can reduce the size of the file.
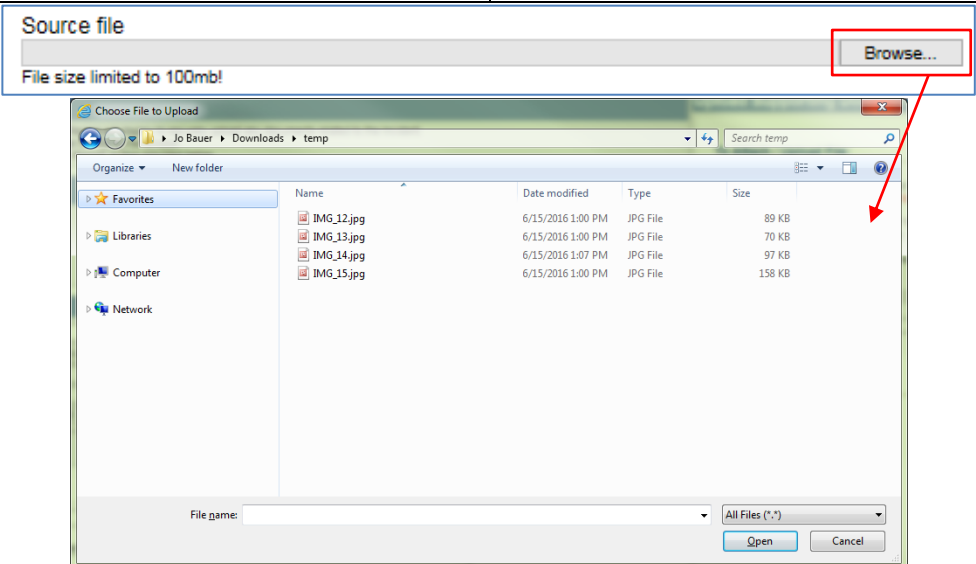
Source File Type: Most file types are compatible with the Attach/Upload File utility. However, be aware that files that are application-specific may not be accessible if the user opening the file does not have that application installed on their computer. For this reason we recommend the following file types, as they are accessible via multiple image-viewing applications or PDF readers that are common to many business applications:
- PDF (current Microsoft Office applications have a built-in 'save as PDF' option)
- JPG/JPEG (most scanners will scan images to this format)
- BMP (most scanners will scan images to this format. Preferred after JPG/JPEG, as BMP files tend to be larger in size than JPG/JPEG)

Note: Word (.docx) and Excel (.xlsx) files are not compatible with the Attach/Upload File utility. Make sure to save these file types as PDF files before uploading.

How To   Follow the steps in the table below to upload a file to a saved Adverse Incident Report.

Step	Action	Result
1.	Click on the **Browse…** button.	The 'Choose File to Upload' dialog box displays.

Attach/Upload File Utility, continued

How To   *Continued*

Step	Action	Result
2.	Navigate to the location on your computer or the network where the file is located.	The desired file name appears in the file list window. Note: Your window may look different based on the file list type you have selected.
3.	Click on the file you want to upload.	The file is highlighted.
4.	Click on the Open button.	The file name appears in the Source file field of the Attach/Upload File page.
5.	Enter a short descriptive name in the **Document** field.	There are no character type limitations for this descriptive name.

Step	Action	Result
6.	Click on the **Upload or Delete File** button.	• The uploaded file information displays in the **Uploaded Files** table, indicating the source file is attached to the AIR report. • The date and time of the upload is indicated next to the Browse… button, and in the Uploaded Files table.

Attach/Upload File Utility, continued

Important Note   If the source file you are trying to upload contains invalid characters in the file name, you will receive a message when you attempt to upload the file stating the file has been deleted. The file will not be uploaded and you will need to rename the source file before attempting to upload it again.

Upload Multiple Files   You can upload multiple files to the same AIR report. Repeat the previous steps for each file to be uploaded. The Uploaded Files table will update with each additional file that is uploaded.

View an Attached File   After you have attached a file to an incident, you can view it to confirm it uploaded successfully and is accessible.

Step	Action	Result
1.	To view an uploaded file, click on the 'view' link next to the uploaded file name in the Uploaded Files table.	The file will display automatically, or you may be prompted to open *or* save the file. If prompted, choose 'Open.' Depending on your browser settings and the type of file that was uploaded, the file will open in either a browser window/tab, or in the application it was created in.
2.	After viewing the attachment, close the window/tab or the associated application.	The window containing the AIR form redisplays.

Attach/Upload File Utility, continued

Delete an Attached File

If you discover you uploaded the wrong file, or you decide you no longer want to include the uploaded file with this incident report, you can delete the attachment.

Note: Deleting an attached file does *not* delete the source file from its original location.

Step	Action	Result
1.	To delete an uploaded file from an AIR report, click on the **check box** next to the Document name in the Uploaded Files table.	A checkmark appears in the box, indicating which document is to be removed. **Note**: While documents must be uploaded one at a time, multiple documents can be removed in one delete action.
2.	Click on the **Upload or Delete File** button.	• The attached file is deleted from the AIR report. • The Uploaded Files table is updated. • A deleted file message and date/time stamp displays.
	NOTE: Only the user that uploaded the file can delete the file.	

User View Access Maintenance Tab

Overview	The *User View Access Maintenance* tab is used to maintain the group members of each Program Type used in AIR, and the MCO and ValueOptions organizations. This tab is available only to AIR users that have been given the required security access to maintain these groups.

Introduction	When an AIR form is submitted to report an adverse incident, one of the requirements is to indicate what Program Type the client is associated with.
	The Program Type drop-down list is populated with the 'program type' groups found on the *User View Access Maintenance* page. The group members assigned to these Groups are the users that have access to the incidents associated with their group (Program Type.)
	Additionally, the MCO and ValueOptions users that access AIR are defined here. The group members of each 'organization' group are the users that can access their clients' Adverse Incident reports.

Groups	These are the program types to which users can be assigned: • Psychiatric Residential Treatment Facilities • HCBS Waiver Providers • Private Psychiatric Hospital • Substance Abuse Treatment Providers • Not Assigned • Community Mental Health Centers • Community Services and Programs Commission (CSP) • CMHC Providers
	These are the organizations to which users can be assigned: • Amerigroup • Sunflower • UnitedHealthcare • ValueOptions
	Generally, the MCOs and ValueOptions group members are from their organization, and the other program type group members are KDADS program staff.
	If the Program Type selected for an incident is 'UNKNOWN,' the group members from 'Not Assigned' have access to the incident.

Add or Delete Groups	If additional groups need to be added or a group needs to be deleted, send an email to the KDADS Help Desk (KDADS.Helpdesk@ks.gov) to request the change. Include the group to be added/deleted, and justification for the request.

Continued on next page
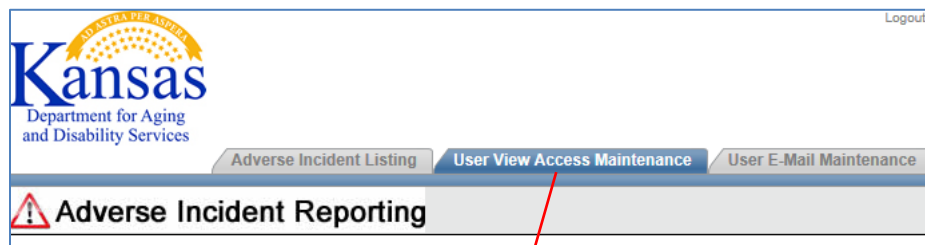
How to Edit Group Members Follow the steps in the table below to edit the Group Members in an AIR User View Access Maintenance group.

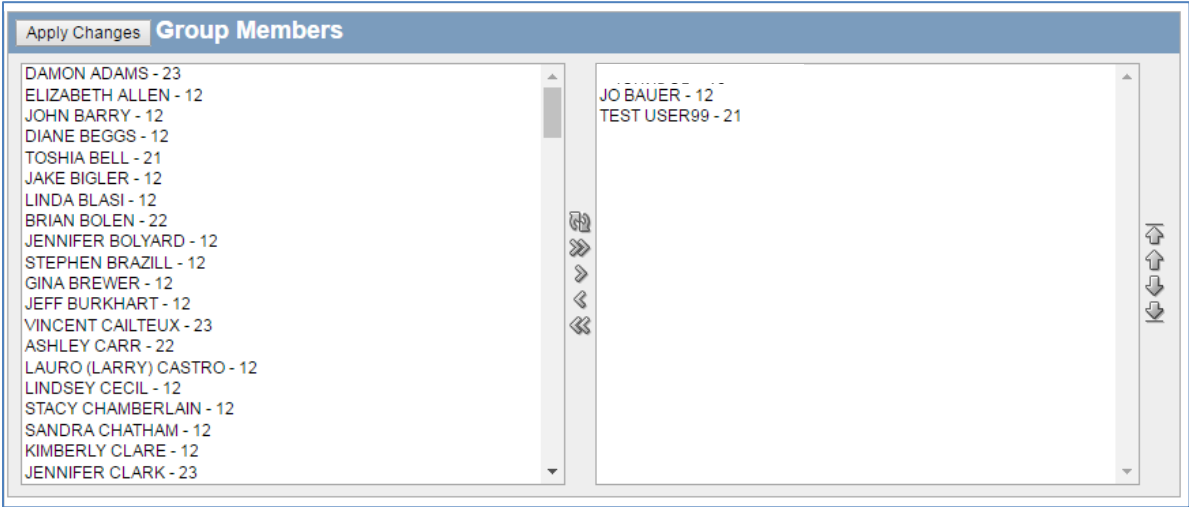| Step	Action	Result
1.	Launch the *Submitted AIR Reports* web application.	The default **Adverse Incident Listing** page displays.
2.	Click on the **User View Access Maintenance** tab.	The **User View Access Maintenance** page displays.

User View Access Maintenance, continued

How To   *continued*

Step	Action	Result
3.	Find the Group to be updated and click on the **edit** link next to the group name.	The *Group Members* shuttle list displays. The current group members are listed on the right. Members that can be added are listed on the left.

The number located after the member's name indicates what organization they are associated with:

12 = KDADS Employee   23 = UnitedHealthcare Employee
21 = Amerigroup Employee   7274 = ValueOptions Employee
22 = Sunflower Employee

⇩Potential Group Members⇩   ⇩Current Group Members⇩

		Add a Member to the Group
	Select the name from the potential group members on the left.	The name is highlighted.
	Click on the '>' icon located between the two lists of names.	The highlighted member is moved to the current group member list.
OR	Double-click on the name from the potential group members on the left.	The name automatically moves to the current group member list.
OR	Select multiple names from the potential group members list (Ctrl+click)	Multiple names are highlighted.
	Click on the '>' icon.	All highlighted names move to the current group member list.
	Click on the **Apply Changes** button.	The change is saved.

User View Access Maintenance, continued

How To   *continued*

		Remove a Member From the Group	
	Select the name from the current group members on the right.	The name is highlighted	
	Click on the '**<**' icon located between the two lists of names.	The highlighted member is moved to the potential group member list.	
OR	Double-click on the name from the current group members on the right.	The name automatically moves back to the potential group member list.	
OR	Select multiple names from the current group members list (Ctrl+click)	Multiple names are highlighted.	
	Click on the '**<**' icon.	All highlighted names move to the potential group member list.	
	Click on the **Apply Changes** button.	The change is saved.	

Note: The double directional icons (>> and <<) moves the <u>complete list of names</u> from one list to the other. If you accidentally move any (or all) names from one list to the other, simply click the *Reset* icon to undo the action. Once changes have been applied, the *Reset* icon will not work.

User E-Mail Maintenance Tab

Overview   The *User E-Mail Maintenance* tab is used to maintain the e-mail group members for each Program Type and Organization assignment used in AIR. This tab is available only to AIR users that have been given the required security access to maintain these e-mail groups.

Introduction   Certain events in AIR, such as submitting an AIR report, or assigning an MCO and clicking the e-mail notification button, trigger e-mail notifications to users associated with the submitted AIR report. AIR looks to the group members defined on the User E-Mail Maintenance page to determine who to send the e-mail notifications to.

E-Mail Groups   While the list of E-mail Groups is the same as the list of User View Access Groups, the group members can be different between the two. Separate lists allows for users that access the submitted AIR reports to not necessarily have to also receive the notification emails every time a triggering event occurs for a report.

User Access Maintenance

List of Groups

Group	Edit	Group Members
Psychiatric Residential Treatment Facilities	edit	CRISMOZINGO CHRISTOPHERSEAGO NANCYRAPP LINDABLASI
HCBS Waiver Providers	edit	SUSANFOUT SANDRACHATHAM DIANEBEGGS RICKHOUSMAN LAURAGARRISON COLINRORK LINDADYOUNG MELISSAMCDANIEL DEBYZIMMERMAN
Amerigroup	edit	SIDNEYENGLISH SUELLENSHEA
Sunflower	edit	PAIGEWOODRING PEGGYFORD PJSIEGFRIED
UnitedHealthCare	edit	JANICEMOORE LAURACONNOLLY RASHELEHILL
Private Psychiatric Hospital	edit	DEBYZIMMERMAN JOBAUER DIANEBEGGS RICKHOUSMAN
Substance Abuse Treatment Providers	edit	STACYCHAMBERLAIN STEPHENBRAZILL SHERIJURAD PATRICKOCHS WAYNEPICKERELL JANELSANFORD DEBYZIMMERMAN
Not Assigned	edit	NANCYRAPP DEBYZIMMERMAN
ValueOptions	edit	CHRISFORSHEE STACYCHAMBERLAIN
Community Mental Health Centers	edit	GINABREWER BRADLEYKIRMER NANCYRAPP RONPAVELKA
Community Services and Programs Commission (CSP)	edit	AMANDALUX
CMHC Providers	edit	NANCYRAPP

User Group E-Mail Maintenance

List of Groups

Group	Edit	Group Members
Psychiatric Residential Treatment Facilities - Email	edit	
HCBS Waiver Providers - Email	edit	
Amerigroup - Email	edit	DEBYZIMMERMAN
Sunflower - Email	edit	
UnitedHealthCare - Email	edit	
Private Psychiatric Hospital - Email	edit	DEBYZIMMERMAN JOBAUER
Substance Abuse Treatment Providers - Email	edit	
Not Assigned - Email	edit	DEBYZIMMERMAN
ValueOptions - Email	edit	
Community Mental Health Centers - Email	edit	
Community Services and Programs Commission (CSP) - Email	edit	
CMHC Providers - Email	edit	

Continued on next page

User E-Mail Maintenance, continued

Edit Group Members   Updating E-Mail groups follows the same general steps as updating the User View Access groups.

- Refreshes the listing (if changes have not been applied)
- Moves complete list of names to the active list
- Moves selected name(s) to the active list
- Removes selected name(s) from the active list
- Removes complete list of name(s) from the active list

How To   Follow the steps in the table below to edit the members of E-Mail Notification groups.

Step	Action	Result
1.	Find the E-Mail Group to be updated and click on the **edit** link next to the group name.	The *Group Members* shuttle list displays. The active Group Members are listed on the right.
2.	Select the name from the appropriate list to be added or removed.	The name is highlighted.
3.	Click on the appropriate move icon (or double-click the name) to either add the name to, or remove the name from, the active Group Member list.	The highlighted member is moved to or from the active Group Member list.
4.	Click on the **Apply Changes** button.	The change is saved.

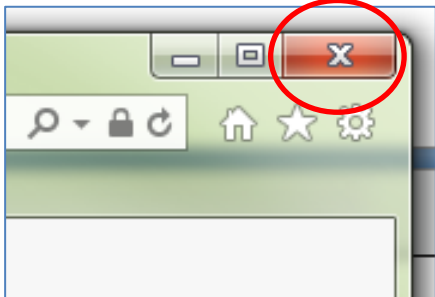# Close Application/Log Out of KDADS Web Applications

Introduction

When done working in the *Submitted AIR Reports* web application, the application should be closed to prevent unauthorized access to any data in AIR. To prevent unauthorized access to *any* application, the user should log out completely from the *KDADS Web Applications Home Page*.

How To Close a Single Application

Follow the steps in the table below to exit the *Submitted AIR Reports* web application.

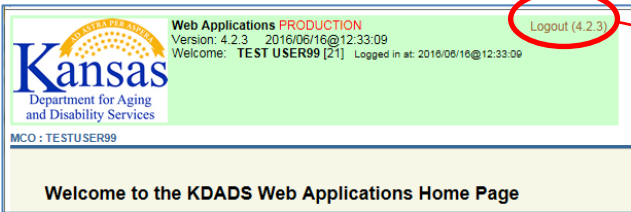| Step	Action	Result
1.	In the upper right corner of the AIR application window, or on the right side of the window tab, click on the X.	The window/tabbed window closes and the KDADS Web Applications Home Page displays.

AIR is open in its own Window:
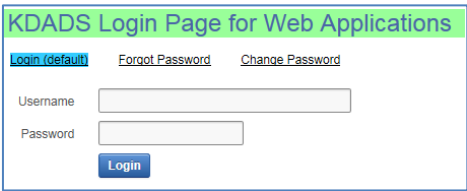
Air is open in a tabbed Window:

How To Log Out of KDADS Web Applications

Follow the steps in the table below to logout of KDADS Web Applications.

Step	Action	Result
1.	If not already displayed, display the KDADS Web Applications Home Page.	
2.	Find the Logout link at the top of the page and click on it.	The logout process runs and the KDADS Login Page for Web Applications displays.

Step	Action	Result
3.	Close the window or tabbed window the KDADS Login page resides in.	